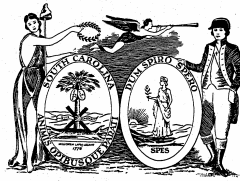


STATE OF SOUTH CAROLINA
State Budget and Control Board
OFFICE OF HUMAN RESOURCES

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EXECUTIVE DIRECTOR

1201 MAIN STREET, SUITE 800
COLUMBIA, SOUTH CAROLINA 29201
(803) 737-0900

SAMUEL L. WILKINS
DIRECTOR

MEMORANDUM

TO: Agency Directors and Human Resources Directors of all Agencies, Departments, Boards, Commissions, and Higher Education Institutions

FROM: Samuel L. Wilkins

DATE: March 6, 2007

SUBJECT: Reporting of Information as Required by the General Appropriations Act and S.C. Code of Laws

Because of the variety of information to be reported to the Office of Human Resources (OHR), we thought it would be helpful to provide you with the reporting requirements and time frames for information that agencies are required to report to OHR under the General Appropriations Act and the South Carolina Code of Laws. To make reporting information as easy as possible, we have developed a new section on our web site which outlines all of the agencies' regular reporting requirements. Many of the items required for reporting to OHR may be submitted to us electronically with the forms located at OHR's web site. Below is the link to this new section of our web site.

<http://www.ohr.sc.gov/OHR/employer/reporting-info.htm>

Bonuses

Section 72.90 (Employee Bonuses) of the 2006-2007 Appropriations Act allows State agencies to provide lump sum bonuses up to \$2,000 per year to employees. These bonuses must be based on objective guidelines established by the Budget and Control Board. Bonuses must be reported for the preceding fiscal year by **July 31** of each year.

Monetary Awards

Section 72.19 (Allowance for Residences and Compensation Restrictions) of the 2006-2007 Appropriations Act allows State agencies to spend public funds and/or other funds for designated employee award programs with written criteria approved by the agency, governing board, or commission. State employees receiving monetary awards and the amounts of the award must be reported for the preceding fiscal year by **July 31** of each year.

Voluntary Separation Incentive Program (VSP)

Section 72.46 (Voluntary Separation Incentive Program) of the 2006-2007 Appropriations Act allows agencies to implement a program to provide a separation incentive payment to employees who voluntarily separate from State employment. While information for the preceding fiscal year pertaining to the Voluntary Separation Incentive Program must be reported by **August 15** of the current fiscal year, we are requesting that agencies report this information on a regular basis immediately following the implementation of the plan within the agency.

Salary Supplements

Section 63.11 of the 2006-2007 Appropriations Act (Compensation-Reporting of Supplemental Salaries) requires that agencies report to OHR information on all salary supplements paid to employees during the preceding fiscal year on or before **August 31** of each year. Agencies may also report this information at any time throughout the year. Salary supplements include any compensation, excluding travel reimbursement, from an affiliated public charity, foundation, clinical faculty practice plan, or other public source or any supplement from a private source. The report must include the amount, source, and any condition of the supplement.

Organizational Charts

Section 1-1-970 of the S.C. Code of Laws and Section 72.77 of the 2006-2007 Appropriations Act require agencies to provide organizational charts to OHR. We ask that you submit updated organizational charts for your agency on an annual basis no later than **September 1st** and that you submit an updated copy of your organizational charts in the event of any changes in your agency's organizational structure. In addition, to assist in implementation of Provisos 57.1 and 72.64, we ask that you submit updated organizational charts within 30 days should the agency's organizational structure impact an employee's grievance rights. The organizational charts must identify all authorized positions, to include class title, code, slot, whether the position is filled or vacant, and whether the employee is exempt from the State Employee Grievance Procedure Act. Organizational charts may be submitted to us electronically, as an e-mail attachment to Jo Ann Narewski at JNarewski@ohr.sc.gov, or in hard copy.

Retirement Incentive Program (RIP)

S.C. Code of Laws § 9-1-1140 (H) and § 9-11-50 (H) allow State agencies to purchase service credit on behalf of employees to provide an incentive for employees to retire under the South Carolina Retirement Systems (SCRS) or the Police Officers Retirement Systems (PORS). Agencies' retirement incentive plans must be approved by the Office of Human Resources prior to implementation. We are requesting agencies to report the results of their retirement incentive plans to OHR following the effective date for implementation of the plan within the agency.

Reporting information on the above programs (Bonuses, Monetary Awards, Voluntary Separation Programs, Retirement Incentive Programs, and Salary Supplements) may be accomplished by selecting the appropriate form on the web site, saving the form to your computer, supplying the required information, and sending it as an e-mail attachment to the designated person indicated in the memo or your HR Consultant.

Furlough

Voluntary - Section 72.49 of the 2006-2007 Appropriations Act allows agencies to implement a voluntary employee furlough program of not more than ninety days per fiscal year in a fiscal year in which the general funds appropriated for a state agency are less than the general funds appropriated for that agency in the preceding fiscal year or whenever the General Assembly or the Budget and Control Board implements a midyear across-the-board budget reduction. Agencies must report information concerning the furloughs to OHR prior to **September 1st** of the following fiscal year.

Mandatory - Section 63.20 of the 2006-2007 Appropriations Act allows agencies to implement a mandatory employee furlough program of up to ten working days in a fiscal year in which the general funds appropriated for a state agency, institution, or department are less than the general funds appropriated for the state agency, institution or department in the preceding fiscal year, or whenever the General Assembly or Budget and Control Board implements an across the board budget reduction. The furlough must be inclusive of all employees in an agency or within a designated department or program regardless of source of funds or place of work. Agencies must report information concerning the furloughs to OHR as the furloughs are implemented.

Fair Market Rental Value of Residences

Section 72.19 of the 2006-2007 Appropriations Act (Allowance for Residences and Compensation Restrictions) requires that agencies report the fair market rental value of any residence furnished to a State employee, excluding elected officials, to the Agency Head Salary Commission and the Division of Budget and Analyses by **October 1** of each fiscal year.

Telecommuting

The South Carolina State Employee Telecommuting Guidelines requires agencies to report their utilization of the telecommuting to OHR. We ask that you report the number of employees in your agency utilizing telecommuting by the class codes. Please submit the information by **December 15th** of each year.

Leave Transfer Pool Program

S.C. Code of Laws § 8-11-770 and State Human Resources Regulations 19-711.02 require the employing agency to maintain records on the Leave Transfer Program, such as sick and annual leave donated and used by recipients by total hours and cost. Agencies must submit information regarding the Leave Transfer Pool Program to OHR for the preceding calendar year by **March 1** of each year.

Reporting information on the above programs (Furlough, Telecommuting, Fair Market Rental Value of Residences, and Leave Transfer Pool Program) may be accomplished by completing the information on the on-line form and clicking the “Submit” button at the bottom of the form, which will submit the information directly to OHR. Prior to submitting your information, you can also print a copy of the form for your records.

If you have not already reported information as requested above, please submit the information as soon as possible with the fiscal year clearly marked. If you have already reported all required information to the Office of Human Resources, thank you for your assistance. If any of the information is reported to us electronically, a hard copy of the same

information does not need to be mailed to OHR. If you have any questions, please call your HR Consultant at 803-737-0900.

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